



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 047

Date: September 26, 2014

**TO: ALL MISSION PERSONNEL**

**FROM: MAURA PELLET– HUMAN RESOURCES OFFICER**

**SUBJECT: INTERPRETER FOR EXECUTIVE OFFICE**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

<b><u>POSITION TITLE:</u></b>	<b>Interpreter</b>
<b><u>OPEN TO:</u></b>	<b>All Interested Candidates</b>
<b><u>GRADE LEVEL:</u></b>	<b>FSN-8, FP-06* (FULL PERFORMANCE LEVEL)</b>
<b><u>WORK HOURS:</u></b>	<b>Full Time, 40 hours per week</b>
<b><u>POSITION TYPE:</u></b>	<b>PERMANENT</b>
<b><u>OFFICE LOCATION:</u></b>	<b>Executive Office</b>
<b><u>OPENING DATE:</u></b>	<b>Immediate</b>
<b><u>DEADLINE:</u></b>	<b>October 14, 2014 at 6 P.M. Kyiv Time</b>

*\*FP- 06 is subject for confirmation with Washington.*

**IMPORTANT NOTE:**

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR **RESIDENCY PERMIT** TO THE APPLICATION.

## **BASIC FUNCTION OF POSITION:**

Position is located in the protocol office and serves as a designated interpreter for the front office. Employee is supervised by the Chief of Mission (COM) Office Management Specialist (OMS) but works closely with the protocol staff.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **Interpreter 70%**

- Employee serves as the primary trilingual interpreter (English/Ukrainian/Russian) for the Ambassador and other U.S. Embassy staff when directed by the supervisor.
- Incumbent provides interpreting services in various settings: conferences, seminars, lectures, VIP Office Calls, social functions, press conferences, receptions, media programs, etc.
- Employee is regularly required to provide simultaneous interpreting using the professional equipment. It is critical that the employee uses words accurately to reflect the exact meaning of the original phrase.
- Employee is expected to be proactive in determining when his/her service is needed and in what form (consecutive and simultaneous).

### **Translator 20%**

- Employee translates from English into Ukrainian and/or Russian and vice versa. Documents translated may include official correspondence, technical manuals, laws, government regulations, legal documents, financial reports, etc.
- Position holder is expected to use proper grammar, idiomatic phrasing, syntactical structures and wording to accurately reflect the meaning of the original document.
- Employee regularly reviews and edits translations made by other Embassy employees.

### **Administration 5%**

- Employee assists COM OMS and Protocol Staff in routine office administrative tasks, such as making phone calls, drafting correspondence, researching information, coordinating meetings with the host government.
- Position holder is responsible for maintaining translation records, files and database.

### **Other duties as assigned 5%**

## **REQUIRED QUALIFICATIONS:**

### **EDUCATION:**

Bachelor's Degree in English language, English linguistics, English philology or closely related field is required.

### **PRIOR WORK EXPERIENCE:**

Minimum of five years of work experience in Ukrainian-English, Russian-English and English –Ukrainian, English-Russian interpreting, with at least one year experience in conference interpreting, including simultaneous (booth) interpreting.

### **LANGUAGE PROFICIENCY:**

Level V (professional translator/interpreter) in English, Ukrainian and Russian is required.

### **JOB KNOWLEDGE:**

Position holder needs to possess a good knowledge of a wide range of specialized vocabulary (e.g., economic, political, protocol, legal, military, etc.) to participate in any conversation, meeting, or conference with fluency and precision. An incumbent should have a good understanding of Ukraine's major political and business issues as well as recent developments in Ukrainian-U.S. relations. The incumbent must be familiar with the Ukrainian political system and key political figures. Employee will need to understand the basic functions of the Embassy and its programs. Also, employee will need to develop and master strong knowledge of diplomatic terminology in Russian, Ukrainian and English.

### **APPLICATION AND SELECTION PROCESS:**

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by **COB October 14, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed in English, signed and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: **521-5155**.

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment. **Due to the high volume of applications received, only shortlisted candidates will be contacted by HR.**

### **ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: MPhilipak-Chambers – (by e-mail)